

INTRO:

REACHING THROUGH SPACE AND AROUND THE WORLD...
THE AIR FORCE CIVIL ENGINEER SUPPORT AGENCY, IN
ASSOCIATION WITH THE TYNDALL WARRIOR NETWORK,
PRESENTS...
AFCESA's TRAINING HEADLINE NEWS AND INFORMATION.
AND NOW YOUR HOST FOR TODAY'S PROGRAM....

GREETING:

HI, I'M MSGT RON BROWN, ONE OF CE'S CAREER FIELD
MANAGERS. ON BEHALF OF OUR COMMANDER, COLONEL BRUCE
BARTHOLD AND "THE" CIVIL ENGINEER CAREER FIELD MANAGER,
CMSGT MIKE GELSLEICHTER, I'D LIKE TO WELCOME YOU TO
AFCESA'S INAUGURAL TRAINING AND INFORMATION SATELLITE
BROADCAST.

THIS MILLENIUM PROMISES SIGNIFICANT DEVELOPMENTS IN THE
WAY WE TRAIN AND EQUIP CE'S WARFIGHTERS.

AS YOUR SUPPORT AGENCY, WE KNOW CHANGE IS INEVITABLE,
AND WE ARE ALSO AWARE OF THE CONFUSION AND
DISCOURAGEMENT THAT USUALLY COMES WITH CHANGE.

THESE BROADCASTS ARE INTENDED TO MAKE EACH TRANSITION
LESS COMPLICATED AND REDUCE ANY ANXIETY FROM NEW
METHODS, PRACTICES, AND PROCEDURES.

BEFORE WE BEGIN, HERE ARE SOME NOTES THAT YOU SHOULD BE AWARE OF...

(GRAPHIC)

- This broadcast was pre-recorded; however, you will have an opportunity to call with your questions at the end of the show (DSN: 523 XXXX)
- Questions via e-mail (ronald.brown@tyndall.af.mil) will be answered after the broadcast
- If you are not already doing so, try to record these shows
- A complete listing of the broadcast schedule throughout the year will be provided upon request via e-mail

AND NOW...HERE'S AN OVERVIEW OF TODAY'S BROADCAST

(GRAPHIC)

AND NOW THE NEWS:

(GRAPHIC)

It should come as no surprise that *Privatization* & *EAF* initiatives bring to the table many unique challenges to mission readiness. These initiatives will force the CE community to scrutinize all available opportunities to ensure assigned people are trained and experienced to meet installation and expeditionary engineering mission roles and objectives.

In an effort to support these demands, AFCESA has developed The CE Commander's Procedural guide. This guide will provide information and procedures for obtaining training in support of EAF and utilities privatization. This document will be available on the AFCESA web site, www.afcesa.af.mil, by 1 Feb 2000.

(GRAPHIC)

The 99 through 00 series of Utilization & Training Workshops (or U&TWs) are well underway. So far U&TWs for Structures, Environmental, Operations, Electrical, HAVC, and EOD have been completed. Here is a list of the remaining U&TWs for this year

(Graphic)

You can contribute to the success of your AFS' U&TW by providing comments and concerns of your CFETPs and other training needs to your designated MAJCOM U&TW voting representative.

(GRAPHIC)

The Contingency Operations and Vocational Engineer Review Training, or COVER Train project has reached the midpoint in its development. This one-stop-shopping training program is designed to revolutionize the way we deliver, record, and track training in CE. COVER Train will provide several robust electronic features and promises to make training more simple, exciting, and less time consuming. The alpha version will be tested

at select locations this spring and summer. Beta versions are slated for world-wide distribution this fall if developmental efforts stay...well...on-track

(GRAPHIC)

The 2000 Unit Education & Training Manager workshops are now being planned. MAJCOMs or units interested in being a host site must provide dates and locations no later than 11 Feb 2000 to our Training Division. CE's unique training requirements, procedures and initiatives have made these workshops a necessity for managing unit training programs.

Although target audiences have traditionally been unit education and training managers, or Chief Enlisted Managers, anyone else involved with training within the unit may attend. TDY funds will be the responsibility of each attending unit, so we highly encourage commanders to sponsor as many UETMs as possible to attend. The crossfeed and information exchange between training managers are some of the greatest benefits of attending

(Graphic)

Are you tired of the wasted time involved in the CDC end of course testing process. If you are, here's some great news. Over the last three years you may have heard about the idea of testing via the computer. An AFCESA team has been working with ECI for several months to make this a reality, and in just a few months CE will go on-line with the first ever CDC end-of-course testing initiative. Currently, 485 test control facilities are capable of providing e- testing. A procedural guide & an informational message on how you can take advantage of this initiative is on the way. For those

already enrolled, you will be given 6 months to have your UETMs change your end of course test from paper to plastic. After March, CDCs will be delivered with an e-test. Stay tuned for final guidelines and information on this exciting new technology.

(Graphic)

Paper and electronic Air Force Qualification and Training Packages will be undergoing review and revision throughout the year. If you have any inputs or corrections to existing QTPs, please don't hesitate to send these changes to the training division.

Some electronic QTPs may contain minor glitches. Before contacting us, here are some suggestions for smoother operability:

1. Try disabling your virus protection prior to loading
2. Check the AFCESA home page for e-patches
3. Ensure you are using PCs with minimum requirements as stated on the QTP

(Graphic)

HQAFCESA is continuing the development of video and computer based training products for the CE enlisted force. You should have received, or will soon receive, a box of videos and/or CDs from the 366 Training Squadron.

(Graphic)

This box contains commercial off the shelf products along with a few that were developed under contract specifically for the Air Force. For a complete listing of available products and projected developments, visit us on the AFCESA web page at WWW.AFCESA.AF.MIL

(Graphic)

CE's CDC production strategy will move from a "dual track" process (or individuals choosing between CD-ROMs and paper-based materials) to a "single track" or combination of paper-based products "enhanced" by interactive CD-ROM.

(Graphic)

Viewed as a "transitional link" between present-day, paper-based products and fully interactive courses of the future, this plan constitutes the beginning of a process designed to shift 50-year-old AF paradigms of education-by-paper to the use of an electronic CDC process.

(Graphic)

Effective 14 Oct 99, CE's Career Field Manager decided to deactivate the 3E671M CDCs. The decision was made following a Sept 99 CDC workshop which included representatives from AFCESA, the Extension Course Institute (ECI), and the 366 Training Squadron. The U&TW, held last year June 99, introduced a new 5-level CDC requirement aimed at

replacing the existing 7-level CDC. The new 5-level CDC is anticipated this spring.

(Graphic)

Those enrolled Operations CDCs may either:

1. Complete the course & receive completion credit from ECI, or
2. Contact your Unit Education Training Manager and dis-enroll through ECI.

Please understand, completing this course is no longer an upgrade training requirement; however, 7-level upgrade trainees must complete all remaining requirements as specified in the CFETP.

(Graphic)

That a computer-based course of instruction covering general contingency CAT I training topics is currently in the final stages of development? Once finalized, this program will serve as a replacement for Career Development Course (CDC) 3E050. The electronic version will include all of the topics previously included in CDC 3E050, with numerous upgrades.

(Graphic)

Effective 1 Oct 99, the Environmental AFS officially changed its name to “Environmental Controls” & re-assigned many of its designated enlisted wartime obligations to the CE officer corps. This change was aimed at better supporting contingency operations.

(Graphic)

Environmental Controls responsibilities will now be limited to areas directly supporting pest management and the management of civil engineer hazardous waste accumulation points. All personnel holding the Environmental AFSC should now be assigned to the Operations Flight.

PACAF and USAFE were granted a one-year grace period to complete this requirement.

(No Graphic)

This concludes the AFCESA's headline news and information .

The remaining portion of the broadcast will be dedicated to helping you master the management of your Certification and Testing Program

(AFCESA Graphic & Music)

(No Graphic)

Today's featured topic of our training segment is Certification and Training or CerTest.

Let's take a look at what we'll cover

(Graphic)

- Introduction to CerTest
- Getting Started
- Primary CerTest Functions
- Managing the Manager

(Graphic__)

•(Intro) CerTest is an interactive computer-based certification and testing program designed to test and certify a student's knowledge of various job-related subjects.

CerTest has been in use since 1989 and transitioned to the Windows environment in the fall of 1995. CerTest has been used by thousands of personnel worldwide

CerTest has two primary parts; the student section and the management section. In the student section, students can take tests and manage their training schedule by keeping track of their student record. The management section allows CerTest managers to administer tests, track progress, and perform a variety of certification and testing tasks

(Graphic)

When Getting started in CerTest

- You should be using CerTest Version 3.0. If you don't have this version, call the 366trs at DSN 736 5805 and request a copy.

- Loading CerTest is similar to most CD-ROM software. If you have additional question, print the “read me text file” when prompted to do so during the loading process.
- CerTest has two primary guides: The CerTest Management Guide, and the How-Do-I Guide. You may access these guides through the “help” option on the tool bar after loading.

(Graphic)

In this first of two segments, we'll focus on Managing the Manager and Managing CerTests.

(Graphic)

In this segment we'll cover:

- Adding a Manager
- Deleting a Manager
- Editing Manager's Information
- Printing Manager Lists

(Computer)

(Adding A Manager)

To add a manager or register an individual as a manager in the CerTest system, first...

1. Open Managers List by :
 - a. Selecting File (menu bar); then..
 - b. Select Open Manager List.

After opening the managers list.

2. Select Edit (menu bar).
3. Select Add Manager.

Note: These first few steps may be shortened by simply pressing the “plus” icon

Now its time to input the New Manager's. On the Managers Information screen:

- a) Input:
 - Manager's Last Name
 - Manager's First Name
 - Manager's Social Security Number (SSN)
 - Rank and Middle Initial are optional fields.
- b) Deselect, if necessary, any Specialty you do NOT want this manager to be able to work within by double clicking on the career-related AFSC

Next, you'll need to input a password. To do this:

5. Select Password.
6. In the Change Manager's Password dialogue box:
 - a) Input New Password.

- b) Verify Password by inputting what was typed in the New Password text box.
- c) Select OK.

Now, you'll need to identify applicable privileges for this new manager. To do this:

- 7. Select Privileges and add or remove check marks from corresponding boxes

Within the CerTest system, a manager can have three types of privileges. These are Test, File, and Personnel privileges. The Privileges screen displays these privilege types and subdivides the responsibilities within each type into check box options.

Note: A maximum of three (3) managers may be given the Personnel privilege to Lock/Unlock Tests. If your CerTest system has three managers with the Lock/Unlock Tests privilege, you must remove this privilege from one of these managers before you may give it to another manager.

- 8. To change the default selections for a privilege on this screen:
Click on the desired option's check box.
- 9. When the screen reflects the desired privileges for this manager, select OK.

10. Select OK on the New Manager Information screen.

A system message displays informing you that the new manager you enrolled has been added.

11. Select OK in the system message box.

One final note when adding new managers:

You cannot give a new manager privileges that you do not have. So if you are adding yourself as the first or primary manager, do not remove any privileges from yourself.

(Deleting A Manager)

To delete a manager or remove an individual as a manager from the CerTest system, first repeat the steps to...

1. Open Managers List
2. Highlight the manager's name for deletion.
3. Select Edit (menu bar).
4. Select Delete Manager.
5. Select Yes in the Delete Manager(s) confirmation box.

As previously mentioned:

You may not edit or delete a manager that has privileges that you do not have.

(Editing a manager's Information)

To edit a manager's rank, change their password or update their information, first ...

1. Open Managers List
2. Highlight the name of the manager whose information you want to update or change.
3. Select View (menu bar).
4. Select Manager Info.

Clicking on the "i" icon in the tool bar may be used in place of steps 3 & 4

5. The Manager Information screen displays. You can edit/change a manager's information and/or password on this screen.
6. To change the manager's privileges, select Privileges

Within the CerTest system, a manager can have three types of privileges. These are Test, File, and Personnel privileges. The Privileges screen displays these privilege types and subdivides the responsibilities within each type into check box options.

Note: A maximum of three (3) managers may be given the Personnel privilege to Lock/Unlock Tests. If your CerTest system has three managers with the Lock/Unlock Tests privilege, you must remove this privilege from one of these managers before you may give it to another manager.

7. To change a privilege on this screen:

Click on the desired option's check box.

8. When the screen reflects the desired privileges for this manager, select OK.
9. Select OK from the Manager Information screen to save the changes.

(Printing manager lists)

The last area we will cover on managing the manager is “Printing Manager Lists”. To do this, once again...

1. Open Manager List.
2. Select File (menu bar).
3. Select Print.

Print Preview screen displays.

Simply click the printer icon on tool bar to replace steps 2 and 3.

4. Select Print Range. (The default is all pages.)
5. Input number of copies. (The default is 1.)
6. Select OK.

The Manager List screen displays.

(GRAPHIC___)

This concludes our first segment of training.

Now let's take a quick look at what items will be covered in the second segment.

(GRAPHIC___)

(Managing CerTests)

Locking & Un-locking Tests

Updating Tests

Locking and unlocking a test allows the manager to open a test for a student to take or close a test to prevent a student from taking or viewing it. If a test is locked, a key is displayed to the left of that test's name on the Student Record screen.

Let's turn our attention to one the most frequent activities you will be engaged in as a CerTest manager...Unlocking tests.

(COMPUTER)

First...

1. Open Student List (If your student list is empty, you will not be able to unlock a test)
2. Highlight the name of the student whose record you want to view.
3. Select View (menu bar).
4. Select Student Record.
5. Highlight the desired test for locking or unlocking on the Student Record screen.
6. Click on the key icon directly below the menu bar.

Here are some helpful hints:

You can double-click on the lock column next to a test to toggle the lock status. You can use the L and U keys to Lock or Unlock tests, or use the key icon in the tool bar.

Note: Only three (3) CerTest managers may have the Lock/Unlock Tests privilege at a time.

For test security purposes some test series may only be unlocked one-at-a-time; however, other tests will allow you to unlock them in groups

You can lock and unlock more than one test by:

1. Pressing the CTRL key while clicking on a test will make an additional selection without deleting any previous selection(s).
2. Pressing the SHIFT key while clicking on another test will select that test and all the tests between an earlier selection and your current selection.

To lock/unlock a test for multiple students at once:

1. Open Test List.
2. Highlight the test you want to lock/unlock.
3. Click on the key icon directly below the menu bar.
4. Highlight the students for whom you wish to lock/unlock the test.
5. Click the Unlock button to unlock the test for the highlighted students, or click the Lock button to lock the test.

To exit the Student Record screen:

Press CTRL + S.

(Updating test)

Opening the Test List displays all the tests currently available within the CerTest system. To do this...

1. Select File (menu bar).
2. Select Open Test List (CTRL + T will also open the test list)

All the tests available within the CerTest system are available for viewing in the Tests box when you first open the test list. Use the Specialty and Training Area drop-down list boxes to limit the test list to only tests in a specific Specialty and/or Training Area.

(Updating CerTests)

You either update tests from a diskette or from other files on your computer. If you are downloading tests from the web, save the CerTest file or files to a temporary directory on your hard drive. You may also need to reinstall a test that has been deleted from the CerTest system, copy a test from one computer system to another, or replace a test that has become corrupted. To update CerTests... First go to your File pull-down menu and...

1. Select Copy From Diskette

2. On the Copy From screen make the following selections:

Select:

- Test from the List Files of Type drop-down list box.
- The drive containing the source diskette or files from the Drives drop-down list box
- The Directory
- The source file name from the File Name list

3. Select OK.

4. If more than one test record was copied into the selected file, you must select the test record(s) you want to copy in the Copy Tests into CerTest list box. Select Copy.

5. Select OK in the Copy Complete information box.